PRESCRIBING THE PROCEDURAL GUIDELINES AND REQUIREMENTS ON JOB-SITE REGISTRATION OF FILIPINO CONTRACT WORKERS UNDER THE MEDICARE PROGRAM

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I.

Registration Requirements

Registration/enrollment and recording of members shall be in accordance with the charter of OWWA. The following requirements shall be complied, namely:

A. Documented Workers:

1. Properly accomplished Medicare Information Sheet

2. Payment of Medicare Premium

B. Undocumented Workers:

1. Proof of OWWA Membership

2. Properly accomplished Medicare Information Sheet

3. Payment of Medicare Premium

II.

Processing of Medicare Application

Application for Medicare coverage for OCWs at job-site shall be filed at the respective Filipino Workers Development Centers (FWDCs).

Responsibility Center

Activity

1. Filipino Overseas Contract Worker Fills up the Medicare Information Sheet (MIS) and submits the same to the FWDC for verification

2. FWDC Designated Cashier

Verifies the MIS

3. Filipino Overseas Contract Pays the Medicare Worker premium

4. FWDC Designated Cashier

Receives premium payment and issues corresponding receipt

5. FWDC Designated Cashier

Forwards all MIS on a bi-monthly basis to the RMISD, Medicare Assistance Program, Main Office, for MEC generation

6. Encoder (Main Office)

Encodes pertinent data to generate MEC; files MIS

7. General Clerk (Main Office) Forwards the MEC to the dependents of the OCW

III.

Renewal of Medicare Coverage

OCWs who wish to renew their medicare coverage shall file their application at the FWDC. The OCW shall fill-up the MIS and submit the same to the FWDC designated Cashier for MIS verification and premium payment. The MIS shall be forwarded to the OWWA Main Office, Medicare Assistance Program which shall generate the MEC and forward the same to the dependent of the OCW.

IV.

Application for Exemption from Medicare Coverage

An OCW who has existing coverage of the Medicare Program thru his active status under the SSS/GSIS Voluntary Membership Program shall be exempted from the mandatory coverage. OCWs who have with them their proof of active status shall apply for exemption at the FWDC.

The following are acceptable proof(s) of exemption:

1. Official Receipt of SSS/GSIS premium payment for the current quarter; and/or

2. Certificate of active SSS/GSIS Voluntary Membership status.

The proof of exemption shall be evaluated by the Designated Cashier of the FWDC and if found adequate, a Certificate of Exemption shall be issued.

OCWs who do not have with them any proof to substantiate their claim as active member under the SSS/GSIS Membership Program, shall file their application for exemption at the Medicare Registration Center located at the 2nd Floor of the Philippine Overseas Employment Administration (POEA) or any of the designated Regional Processing Centers nationwide.

For compliance.

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Adopted: 20 November 1995

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